

5 April 1956

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 4 April 1956

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1. The Advisor on CIA Historical Intelligence Collections () has requested that we develop and install a filing system for his office.

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2. Arrangements were completed today with the AD/CR, Dr. () to begin a records disposition survey in OCR on the 16th of April.

3. The Office of Logistics has requested us to develop and install a filing system for their contracts.

4. The Civil Service Commission is undertaking a revision of the Notification For Personnel Action, SF-50, and as a result, they have advised all agencies to limit their supplies of these forms to a six months period. In addition, other related personnel forms used by all government agencies such as the Request For Personnel Action, SF-52, and the Service Record Card, SF-7, will probably be revised. The changes proposed in these forms may be of significance to our personnel program.

5. The Assistant Director for Research and Reports has requested us to comment on their staff study pertinent to their Vital Materials program.

6. The Records Center received 707 cubic feet of inactive records. This is the largest volume received in a work week since the Records Center was established.

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